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LIST OF ACTIVITIES

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1. SPECIALIZED ACTIVITIES:

- a. Prepare, or assist in the preparation of, Logistics Annexes to projects and programs and conduct the required coordination, review and authentication within the Division.

Note: It was stated that the Division has completed the preparation of detailed Annexes for all projects having a requirement for materiel.

- b. Prepare, or assist in the preparation of, Forecasts of Materiel Requirements and perform for the Division such review as may be required to assure conformance to plans and policy and to secure coordination and authentication within the Division.

Note: Due to the peculiarities of the Division, it is likely that Forecasts, when required by Logistics Officer, will be prepared totally in the Logistics Section from the detailed Annexes referred to above.

- c. Prepare requisitions and requests for shipment and review adequacy of requisitions prepared elsewhere in the division; follow-up with Logistics Office to assure timely delivery; and make distribution as required of copies of requisitions and VSD's.

- d. Prepare special and recurring reports, or coordinate the preparation of reports by other headquarters of field elements of the division, and review for release to requesting office.

Note: At the present time the requirement for reports is negligible. However, it may be expected that some reports will be required by the Logistics Office from the field and headquarters as procedures are developed to tighten up the supply system control.

- e. Prepare, or assist in the preparation of, special routing, packaging and shipping instructions and plan channels for the movement of materiel to field stations.
- f. Maintain real estate records on property used as safe houses.

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- g. Maintain vehicle records and Declarations of Trust on those vehicles purchased from Agency funds by deep and medium cover individuals.

Note: The keeping of vehicle records is a function of the Logistics Office but that office has in certain instances delegated to Area Divisions the responsibility for records on the above type vehicles.

- h. Acts to assist Transportation Division in problem cases involving the movement of personal effects and automobiles,

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- i. Provides supporting data for budgetary compilations concerning materiel estimates.

- j. Maintains liaison with the Logistics Office, Medical, Commo, ISS, Senior Staffs, other area divisions and others on logistical matters of common concern.

- k. Maintains operational stock room for the SR Division and incidental stock control records.

- l. Passes on requests for vehicles, administrative and quasi official, as to justification for purchase, replacement or disposal, type to be used, and similar factors, and prepare requests on the Logistics Office for action.

Note: The question of vehicles is discussed elsewhere in the study.

2. NON-SPECIALIZED ACTIVITIES - Administrative/General Service/
Housekeeping matters

- m. Develop plans for headquarters space, furnishings and telephone outlets moves in the case of major rearrangement.

- n. Maintain records of Class A furniture in headquarters offices.

- o. Acts as clearing point for all division requests for reproduction and processes requests to central reproduction facility.

- p. Maintains reproduction equipment for use by division personnel.

Note: This appears to be an unnecessary activity since reproduction equipment is available to anyone who cares to use it in Room 2027 J and the equipment is maintained for that purpose.

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- q. Acts as clearing point for the division on all demands on the Building Services Officer for repairs and maintenance work.
- r. Acts as a clearing point, and obtains service, on all division requests for typewriter and office machine repairs.
- s. Receives and consolidates all book and periodical requests for the headquarters and field elements, and prepares necessary order forms and services complaints concerning non-delivery.
- t. Receives and transmits to the motor Pool all calls from within the division for use of official automobiles.
- u. Miscellaneous other services.

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